

SAMPLE AGENDA

National Agri-Marketing Association

NAMA Chapter: _____

Meeting Date/Location: _____

Person Conducting: _____



CHAPTER BOARD MEETING AGENDA

I. Welcome/Introductions

(Welcome everyone to the meeting and introduce new board members and guests.)

II. Minutes

(Consider the minutes of the previous meeting which should have been distributed prior to the meeting. If there are no corrections, deletions, or additions, the minutes can be accepted as presented without a motion and vote. Otherwise, a motion is required to amend and approve the minutes.)

III. Financial

(Call on the treasurer to report on the financial status of the chapter. If there are no corrections to the financial report, it can be accepted as presented without a motion and vote. Otherwise, a motion is required to amend the financial report.)

IV. Reports

(Call on the chairs of the committees to give reports. Have a membership and professional development/ programs report at every meeting. Include other reports as activity warrants.)

A. Membership

(Provide the current membership numbers. Highlight members who have not renewed and make board assignments to contact. Note new members.)

B. Professional Development/Programs

(Review the upcoming chapter, regional and national meeting dates, locations and program topics/ speakers.)

C. Other Reports

(Call on representatives of other standing and special committees or board members to give an update on activities to include reminders of deadlines, etc.)

V. Unfinished Business

(Consider any business not completed or interrupted by the adjournment of the last meeting.)

VI. New Business

(Consider new business.)

VII. Next Meeting

(Announce the next board meeting date, time and location.)

VIII. Adjourn

(If there is no objection, adjourn the meeting. A motion is not necessary to adjourn the meeting if there is no objection.)